DOCUMENT RESUME

ED 259 652 HE 018 533

TITLE Affirmative Action.
INSTITUTION Vermont State Dept. of Education, Montpelier.
PUB DATE 1 Sep 84
NOTE 13p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Affirmative Action; Age Groups; Disabilities; Employment Practices; Females; Higher Education; Job Applicants; Males; Minority Groups; *Personnel Policy; *Personnel Selection; Professional Development; Program Descriptions; *Promotion (Occupational); Public Education; *Staff Development; *State Departments of Education
IDENTIFIERS *Vermont

ABSTRACT

The Vermont Department of Education's Affirmative Action Program is outlined. In addition to listing laws and regulations relating to employment discrimination, affirmative action goals and activities are identified for personnel recruitment, advancement, and training and education. The program covers regular employees, exempt employees, temporary employees, and job applicants. Four modes for disseminating information about the program are noted, and the officials who have ultimate and working responsibility for affirmative action are identified. Overall goals for recruitment, advancement, and training/education are as follows: the Department will assure that the pool of candidates for each vacancy adequately reflects the makeup of Vermont's population; the Department is committed to the upward advancement of its employees to the degree consistent with effective program operations; and the Department will assure that every employee is afforded equal opportunity to receive further education and/or training to enhance their professional performance and potential. Appended are data on the Department of Education by minority status, sex, age, national origin, and handicap. In addition to the employee census data, statistics on the same categories for the State of Vermont are provided. (SW)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action

ED259652

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

STATE OF VERMONT
DEPARTMENT OF EDUCATION

Affirmative Action

Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action
Affirmative Action

HE 018 533

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Vermont State Dept of Educ.

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

BEST COPY AVAILABLE

STATE OF VERMONT

Governor
Richard A. Snelling

Commissioner of Education
Stephen S. Kaagan

Deputy Commissioner of Education
Patricia M. Zyber

VERMONT STATE BOARD OF EDUCATION

Viola L. Luginbuhl, Chair	Burlington
A. Shirley Tyler, Vice-Chair	Brattleboro
Robert S. Gillette	Montpelier
James W. Herlihy, Jr.	Rutland
Martha H. O'Connor	Brattleboro
Louise R. Swainbank	St. Johnsbury
Thomas P. Whalen	Manchester Center

The Vermont Department of Education insures equal employment and educational opportunities regardless of race, color, creed, age, handicap, national origin, or sex, in compliance with federal and state law.

TO: Department of Education Staff

FROM: Stephen S. Kaagan, Commissioner

DATE: September 1, 1984

SUBJECT: Affirmative Action Program

One of the most complex issues which confronts the educational community and the Nation is the absence of true equal opportunity for all people without regard to race, color, creed, sex, age, national origin, or handicapping condition.

Many civil rights problems have been addressed by law and, consequently, minimum legal standards for compliance have been developed.

It is my policy that the Department of Education must do more than meet minimum compliance standards; it must take a leadership role in developing and implementing an Affirmative Action Program.

Affirmative Action means taking positive steps to afford employment, training, and advancement to persons whose opportunities have been limited because of non-job related factors.

Your cooperation and support are essential in assuring the successful implementation of the Department's Affirmative Action Program.

Affirmative Action: The Parameters

What Is Affirmative Action?

Affirmative action means taking positive steps to afford employment, training, and advancement to persons whose opportunities have been limited because of non-job related factors such as sex, race, color, creed, age, national origin, or handicapping condition.*

What Is Our Authority?

1. Laws and regulations relating to employment discrimination.
   a. Title *VII* of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunities Act of 1972)
   b. Title *VI* of the Civil Rights Act of 1964
   c. Executive Order 11246 (as amended by Executive Order 11375)
   d. Title *IX* of the Education Amendments Act of 1972
   e. The Equal Pay Act of 1963
   f. The Age Discrimination in Employment Act of 1967
   g. The Vermont Fair Employment Practices Act
   h. Section 504 of the Rehabilitation Act of 1973
   i. The Pregnancy Discrimination Act of 1978
   j. Public Health Service Act of 1971, Titles *VII* and *VIII*
   k. Title *II*, Education Amendments of 1976, Vocational Education
   l. Rule 1250, Vermont State Board of Education Manual of Rules
2. Article 8 of the Agreements between the State of Vermont and the Vermont State Employees' Association, Inc.

Who Is Covered By This Program?

— regular employees (permanent and limited service, full- and part-time)
— exempt employees
— temporary employees
— applicants for employment

* Some groups which have been targeted historically for affirmative action because of past discrimination include:
— minorities (Native Americans, Blacks, Hispanics, Asians/Pacific Islanders)
— women
— men in traditionally female roles
— handicapped persons
— Franco-Americans
— persons 55 years or older

How Will This Program Be Disseminated?

— each regular and exempt employee will receive a copy of the program

— the Equity Committee will post notices of the program's existence in convenient place

— employees will receive reminder notices at regular intervals

— all temporary employees and applicants will be made aware of the existence of the program and given an opportunity to request a copy

Who Is Responsible For Affirmative Action?

The Commissioner and Deputy Commissioner bear ultimate responsibility. The Personnel Officer, with the aid of the Equity Committee, has working responsibility for many of the action items. Directors, Chiefs, and all supervisors are required to support the letter and the spirit of the Affirmative Action Program through their own actions in hiring, training, and promoting.

Annually the Personnel Officer will review operations under the Plan and report to the Commissioner and the Equity Committee.

Affirmative Action:
The Department's Present Status

Over the long term, the Department's demographics should reflect Vermont's demographics.

Attachment A is a breakdown of the Department by minority status, sex, age, national origin, handicap.

Attachment B represents available data in the same categories for the State of Vermont.

Affirmative Action Program: Goals and Activities

Recruitment

The Department will take steps to assure that the pool of candidates for each vacancy adequately reflects the makeup of Vermont's population (see Attachment B).

To achieve this goal, we will:

A. Identify positions or types of positions which are likely to become available within 6 months and within 1 year.

B. Develop rating grids which do not exclude under-represented groups.

C. Determine the adequacy of the pool of applicants.*

D. If the applicant pool is inadequate, determine and implement methods of increasing the number of candidates.

E. Develop minimum qualifications standards which do not exclude under-represented groups.

* "Adequate pool of candidates" means that the pool of candidates is substantially representative of the State's demographics (see Attachment B).

Advancement

The Department is commited to the upward advancement of its employees to the degree consistent with effective program operations.

A. When an advancement opportunity arises, the Department is commited to reviewing the background of current staff and identifying potential candidates for the open position.

B. Following this review, the Personnel Office will direct notices of vacancy to employees whose backgrounds meet minimum qualifications standards and for whom the vacancy represents an advancement.

(Notices of vacancy will also be posted or routed so that any employee may apply for vacancies, whether or not the vacancy would represent an advancement.)

Training/Education

The Department will take steps to assure that every employee is afforded equal opportunity to receive further education and/or training to enhance their professional performance and potential.

A. As provided for in the State's Contract with the Vermont State Employee's Association, Inc., "each employee may be granted up to ten days' leave per year without loss of pay or annual leave to take job-related courses, with the approval of the appointing authority."

B. Each employee is encouraged to develop a plan for his or her professional growth and to discuss this plan with his or her supervisor.

C. The Department will develop guidelines for reimbursing the cost of tuition and advise employees of policy regarding long-term paid or unpaid educational leaves.

D. The Department's Personnel Office will develop and maintain records of education/training requests, will record the disposition of such requests, and determine the equity of access to education/training opportunities.

APPENDICES

Appendix A

State Department of Education
Employee Census*

	Number	Percent
Filled Positions	149	100
White Males	41	27
White Females	106	71
Minorities		
— Native Americans	1	.67
— Blacks	1	.67
— Asian/Pacific Islanders		
— Other Non-white		
— Hispanics		
Franco-Americans	12	8
Handicapped	4	2.7
Age 55 and Over	30	20.1

*As of January 30, 1984

Appendix B

1980 Vermont Census Data*

	Number	Percent
Population	511,456	100
White Males	246,902	48.3
White Females	260,150	50.9
Minorities		
— Native Americans	1,068	.21
— Blacks	1,188	.23
— Asian/Pacific Islanders	1,534	.30
— Other Non-white	106	.02
— Hispanics	508	.10
Franco-Americans	144,528	28.2
Handicapped	51,145**	10**
Age 55 and Over	102,765	20.1

* Source: Census of Population, 1980
Vermont Summary
Issued by the Vermont State Data Center

** Estimate based on estimated percentage of handicapped school-age children.
Source: Special Education Unit, Division of Special & Compensatory Education, State Department of Education.